

**Minutes of Special and Regular Meeting of February 25, 2014**

One Twin Pines Lane, Belmont, CA

**SPECIAL MEETING 6:50 p.m.**

**CLOSED SESSION**

- A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)

Attended by: Councilmembers Reed, Braunstein, Stone, Lieberman, City Manager Scoles, City Attorney Rennie, Human Resources Director Dino, Labor Negotiator Diana Doughtie, Finance Director Fil, and Human Resources Management Analyst Kirby. City Clerk Cook was excused from attending.

**ADJOURNMENT** at this time being 7:30 P.M.

**Terri Cook**  
**City Clerk**

This meeting was not tape recorded or videotaped

**REGULAR MEETING**

CALL TO ORDER 7:35 P.M.

**ROLL CALL**

COUNCILMEMBERS PRESENT: Reed, Braunstein, Stone, Lieberman

COUNCILMEMBERS ABSENT: None

STAFF PRESENT: City Manager Scoles, City Attorney Rennie, Finance Director Fil, Community Development Director de Melo, Information Technology Director Mitchell, Parks and Recreation Director Gervais, Public Works Director Oskoui, Human Resources Director Dino, Police Chief DeSmidt, Deputy Fire Chief Gaffney, Police Captain Halleran, Deputy Finance Director Lazzari, City Treasurer Violet, City Clerk Cook

**PLEDGE OF ALLEGIANCE**

Led by Mary Morrissey Parden

**REPORT FROM CLOSED SESSION**

City Attorney Rennie stated that there was no reportable action from the Closed Session held earlier.

**PUBLIC COMMENTS AND ANNOUNCEMENTS**

**John Violet**, City Treasurer, announced that the Daly City Treasurer would be retiring after 42 years of service.

**Mary Morrissey Parden**, Belmont Chamber of Commerce, announced that the Mayor's State of the

City address would be held on March 19<sup>th</sup>.

**Kathleen Beasley**, Belmont Library Manager, described a new digital movie project, designed for teens, in partnership with the College of San Mateo.

### **COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS**

Councilmember Stone stated that a Cipriani School father died recently in skiing accident and that contributions were being accepted to a memorial fund.

Mayor Lieberman announced the upcoming season openings for baseball and softball.

### **ITEMS APPROVED ON CONSENT CALENDAR**

**Minutes** of Regular City Council and Regular Belmont Fire Protection District Meetings of January 28, 2014

**Motion** to Receive Monthly Financial Reports

**Motion** Accepting Annual Submission of the City of Belmont's Investment Policy

**Resolution 2014-026** Authorizing the City Manager to Enter into an Engineering Professional Services Agreement with Schaaf & Wheeler for an Amount not to Exceed \$14,580 and an Additional 10% Contingency of \$1,458 for the Design of the Storm Pump Station Lid Replacement Project, City Contract Number 2014-522

**Resolution 2014-027** Accepting a Restrictive Covenant and an Associated Ownership/Open Space Management Plan for an Approved Floor Area Transfer between a Sending Parcel (APN: 043-072-050) and Receiving Parcel (APN: 043-062-380) on Naughton Avenue

**Resolution 2014-028** Authorizing the Issuance of a Purchase Order to Questys, Inc. to Procure Technical Services to Upgrade the City's Document Management and Electronic Agenda Management Systems in an Amount Not to Exceed \$15,123

**Resolution 2014-029** Authorizing the Issuance of a Purchase Order to Granicus, Inc. for the Design, Deployment, Use and Maintenance of a Video Broadcast and Playback System in a an Amount Not to Exceed \$12,859

**ACTION:** On a motion by Councilmember Braunstein, seconded by Councilmember Reed, the Consent Agenda was unanimously approved.

### **OTHER BUSINESS**

#### **Review Options and Consider Filling Council Vacancy**

City Attorney Rennie outlined options for filling the vacant City Council position, and explained that the City Council must appoint within 60 days or call for election. He explained that the next available election date would be November 2014, or the City Council could exercise the option for an all-mail ballot election.

Councilmember Stone pointed out that the quickest way to fill the position would be to appoint. He stated that it is important to have five council members since there are important issues facing the city, and continuity is a key factor. He pointed out the monetary cost for a special election or an all-

mail ballot election. He stated that he could support an appointment until November and then hold an election.

Councilmember Reed stated that it is fiscally prudent to appoint. He noted that there would likely be a well qualified pool of candidates.

Councilmember Braunstein concurred to move forward with an appointment.

Mayor Lieberman stated that there are pros and cons for both options. He expressed support for making an appointment for remainder of term. He expressed a desire to create a process and noted his preference for an open recruitment as opposed to simple appointment.

Council concurred to proceed with an appointment process, and discussion ensued regarding procedural options.

Councilmember Reed expressed support for an application and 400-word essay, and that the City Council could pick top candidates if there are multiple applications.

Councilmember Stone suggested requiring a résumé in addition to a 400-word statement.

Discussion ensued regarding timing. Council concurred to set March 14 as the deadline for applications, with a potential Special Meeting date of March 18 to review applications and determine next steps.

**ACTION:** Councilmember Reed made a motion, seconded by Councilmember Stone, to require candidates to fill out an application, submit a 400-500 word statement, and that inclusion of a résumé would be optional.

Councilmember Braunstein offered a friendly amendment to require the inclusion of a résumé. Councilmembers Reed and Stone accepted the friendly amendment.

**ACTION:** On the original motion, amended to require the submission of a résumé in addition to an application and statement, said motion was unanimously approved.

**Report on Mid-Year Financial Results at December 31, 2013 and Resolutions Amending the Fiscal Year 2014 Budget, Approving a Revision to Revenue, Authorizing a Supplemental Appropriation, Amending the Permanent Staffing Plan and Authorizing an Advance**

Finance Director Fil stated that performing a mid-year review as part of budget process represents best practice. He pointed out that tax revenues are exceeding the adopted budget, and that in the calendar year ending December 31, 2013 almost \$2 million more revenue was received than in December 2012. He stated that no significant corrective action is required.

Deputy Finance Director Lazzari provided an overview of the General Fund as well as other fund balances. She pointed out that the economic picture is positive. She also reviewed General Fund balance trends and discussed key variances. She pointed out that overall revenues are projected to be in excess of what was budgeted.

Discussion ensued regarding producing a line-item budget versus seasonal variances.

Deputy Finance Director Lazzari also provided an overview of other funds. She pointed out that the red light camera program has been discontinued. She reviewed funding and expenditures related to street maintenance, street improvements, the San Juan Canyon open space monies, and sewer treatment. She reviewed the items addressed in the proposed budget amendments, and reviewed the staffing plan changes in the Belmont Fire Protection District.

In response to Council questions, Finance Director Fil explained that the City has already experienced a majority of growth in the General Fund. He pointed out that there will be some expenditure growth, primarily for retirement expenses; otherwise everything is on track. Regarding seasonalization reporting, he explained that it is a more sophisticated level of budgeting, and the existing budget is at the line item. He pointed out that discussing variances draws attention to them, and that variances are planned in the development of the budget.

Finance Director Fil explained that the revenues from the San Juan property sale have been placed in the open space fund, not the General Fund. He noted that the monies returned from the County of San Mateo have already been accounted for in the budget, as they have already been received.

Councilmember Braunstein expressed a desire for a mechanism to provide institutional memory for these monies.

City Manager Scoles acknowledged that concessions from labor are a big part of the positive financial picture. He pointed out that the City of Belmont is stable and is in a good position for the future.

Mayor Lieberman commended the finance department staff for its efforts. He pointed out that the City Council has been proactive in fiscal management, and that Belmont is model for other cities.

Councilmember Reed suggested seasonalizing major revenues only, which could reduce the perception of variances. Finance Director Fil stated that the new budgeting tool has this capability, and doing so is an objective of the finance department. Deputy Finance Director Lazzari pointed out that there could be a reporting solution to this issue.

**ACTION:** On a motion by Councilmember Reed, seconded by Councilmember Braunstein, Resolution 2014-030 Amending the Fiscal Year 2014 Budget and Approving a Revision to Revenue and Supplemental Appropriation was unanimously approved.

**ACTION:** On a motion by Councilmember Reed, seconded by Councilmember Braunstein, Resolution 2014-031 Authorizing an Advance from the General Fund to the General Plan Maintenance Fund in the amount of \$550,000 was unanimously approved.

**COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS**

**Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**

Councilmember Reed stated that the Infrastructure subcommittee chose two firms to interview for the upcoming public survey.

Councilmember Braunstein reported on a recent C/CAG meeting.

Mayor Lieberman announced the upcoming Ralston Corridor Study meeting. He stated that he participated in Read Across America week. He reported on a recent Silicon Valley Clean Water Board meeting. He noted that the City Council recently interviewed candidates and made appointments to the San Mateo County Mosquito and Vector Control District as well as the Finance Commission.

**Verbal Report from City Manager**

City Manager Scoles described the recent Commissioner Thank You dinner as well as the Council of Cities dinner hosted by the City of Belmont.

Councilmember Braunstein commented on Public Works Director Oskoui's participation in the Amazing Race in San Francisco. He pointed out that this event would be a good team building idea for City Council and staff.

**ADJOURNMENT** at this time, being 9:10 p.m.

**Terri Cook  
City Clerk**

Meeting audio-recorded and videotaped